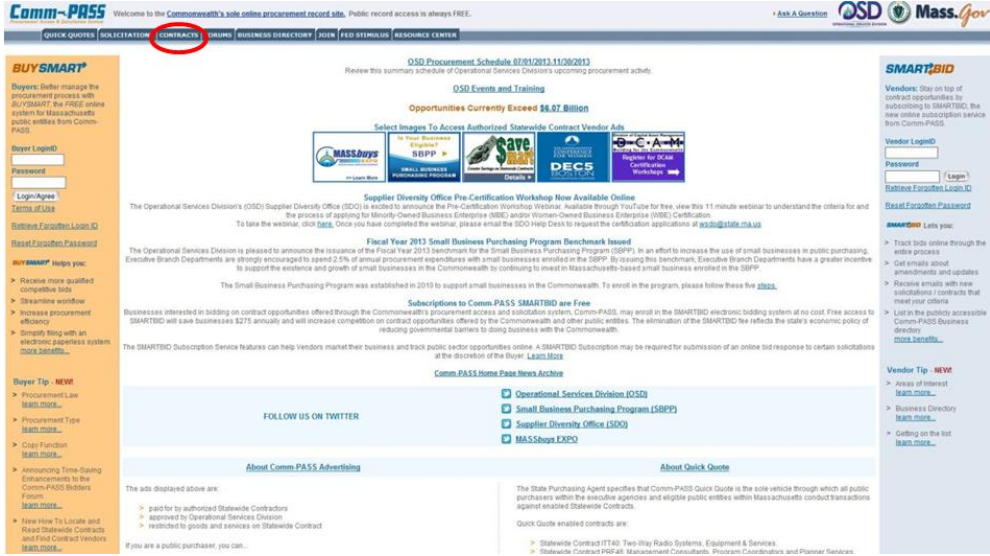


Job Aid: How to Search for Vendors on an Active Statewide Contract

Please Note: You do not have to be logged in to perform this task. You do have to be logged in to track records on your desktop.

Step Screenshot Directions

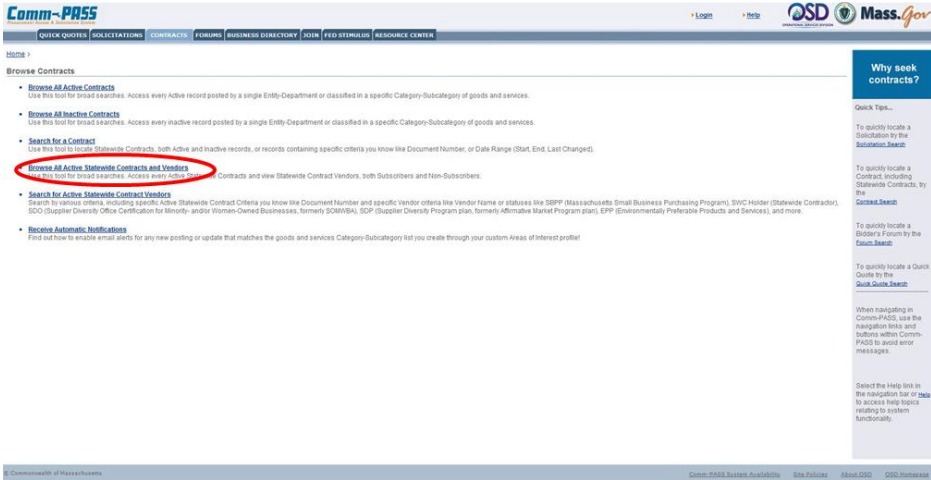
1



Select the **Contracts** tab.

If you are a BuySmart or SmartBid subscriber, you may use your login credentials to access Comm-PASS prior to selecting the **Contracts** tab.

2



Select the **Browse All Active Statewide Contracts and Vendors** Link

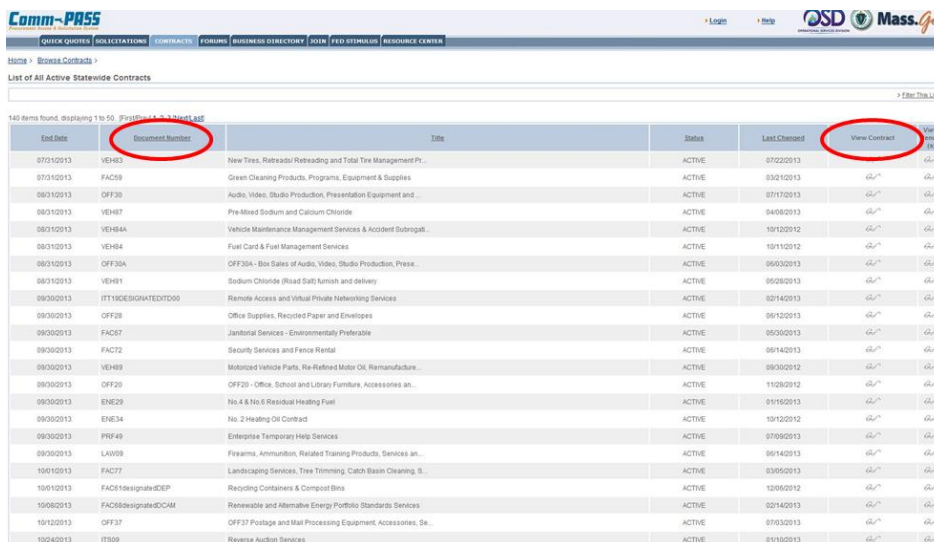
Job Aid: How to Search for Vendors on an Active Statewide Contract

Step

Screenshot

Directions

3



Comm-PASS

QUICK QUOTES | SOLICITATIONS | CONTRACTS | FORUMS | BUSINESS DIRECTORY | LOGIN | FEED BACK | RESOURCE CENTER

Home > Browse Contracts >

List of All Active Statewide Contracts

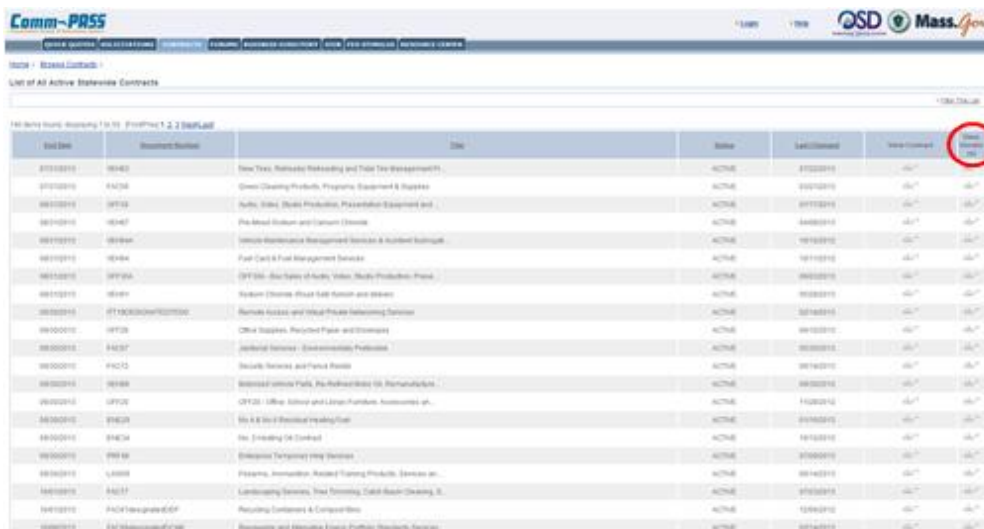
140 items found, displaying 1 to 50 (first/prev 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 last)

End Date	Document Number	Title	Status	Last Changed	View Contract	View Vendor(s)
07/12/2013	VEH03	New Tires, Retreads/Rebreading and Total Tire Management Pr...	ACTIVE	07/22/2013		
07/12/2013	FAC08	Green Cleaning Products, Programs, Equipment & Supplies	ACTIVE	03/21/2013		
08/12/2013	OFF20	Audio, Video, Studio Production, Presentation Equipment and ...	ACTIVE	07/17/2013		
08/12/2013	VEH07	Pre-Mixed Sodium and Calcium Chloride	ACTIVE	04/08/2013		
08/12/2013	VEH04A	Vehicle Maintenance Management Services & Accident Subrogat...	ACTIVE	10/12/2012		
08/12/2013	VEH04	Fuel Card & Fuel Management Services	ACTIVE	10/11/2012		
08/12/2013	OFF30A	OFF30A - (Box Sales of Audio, Video, Studio Production, Pres...	ACTIVE	06/03/2013		
08/12/2013	VEH01	Sodium Chloride (Road Salt) furnish and delivery	ACTIVE	05/28/2013		
09/30/2013	IT1100SIGNATEDITD00	Remote Access and Virtual Private Networking Services	ACTIVE	02/14/2013		
09/30/2013	OFF28	Office Supplies, Recycled Paper and Envelopes	ACTIVE	06/12/2013		
09/30/2013	FAC07	Janitorial Services - Environmentally Preferable	ACTIVE	06/20/2013		
09/30/2013	FAC72	Security Services and Fence Rental	ACTIVE	06/14/2013		
09/30/2013	VEH09	Motorized Vehicle Parts, Re-Retread Motor Oil, Remanufacture...	ACTIVE	09/30/2012		
09/30/2013	OFF20	OFF20 - Office, School and Library Furniture, Accessories an...	ACTIVE	11/28/2012		
09/30/2013	ENE29	No. 4 & No. 5 Residential Heating Fuel	ACTIVE	07/15/2013		
09/30/2013	ENE34	No. 2 Heating Oil Contract	ACTIVE	10/12/2012		
09/30/2013	PRF49	Enterprise Temporary Help Services	ACTIVE	07/09/2013		
09/30/2013	LAW09	Firearms, Ammunition, Related Training Products, Services an...	ACTIVE	06/14/2013		
10/12/2013	FAC77	Landscaping Services, Tree Trimming, Catch Basin Cleaning, S...	ACTIVE	03/05/2013		
10/12/2013	FAC08designatedDEP	Recycling Containers & Compost Bins	ACTIVE	12/06/2012		
10/08/2013	FAC08designatedCCM	Renewable and Alternative Energy Portfolio Standards Services	ACTIVE	02/14/2013		
10/12/2013	OFF37	OFF37 Postage and Mail Processing Equipment, Accessories, Se...	ACTIVE	07/03/2013		
10/24/2013	IT009	Reverse Auction Services	ACTIVE	01/10/2013		

A Listing of all Active Statewide Contracts will appear. Column Headers allow you to sort the contract records. You can sort by document number by selecting the column header **Document Number**.

Be sure to pay attention to Last Changed date, this will help you to recognize any potential changes on the language of the Contract User Guide and timeline for expiration for this contract.

4



Comm-PASS

QUICK QUOTES | SOLICITATIONS | CONTRACTS | FORUMS | BUSINESS DIRECTORY | LOGIN | FEED BACK | RESOURCE CENTER

Home > Browse Contracts >

List of All Active Statewide Contracts

140 items found, displaying 1 to 50 (first/prev 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 last)

End Date	Document Number	Title	Status	Last Changed	View Contract	View Vendor(s)
07/12/2013	VEH03	New Tires, Retreads/Rebreading and Total Tire Management Pr...	ACTIVE	07/22/2013		
07/12/2013	FAC08	Green Cleaning Products, Programs, Equipment & Supplies	ACTIVE	03/21/2013		
08/12/2013	OFF20	Audio, Video, Studio Production, Presentation Equipment and ...	ACTIVE	07/17/2013		
08/12/2013	VEH07	Pre-Mixed Sodium and Calcium Chloride	ACTIVE	04/08/2013		
08/12/2013	VEH04A	Vehicle Maintenance Management Services & Accident Subrogat...	ACTIVE	10/12/2012		
08/12/2013	VEH04	Fuel Card & Fuel Management Services	ACTIVE	10/11/2012		
08/12/2013	OFF30A	OFF30A - (Box Sales of Audio, Video, Studio Production, Pres...	ACTIVE	06/03/2013		
08/12/2013	VEH01	Sodium Chloride (Road Salt) furnish and delivery	ACTIVE	05/28/2013		
09/30/2013	IT1100SIGNATEDITD00	Remote Access and Virtual Private Networking Services	ACTIVE	02/14/2013		
09/30/2013	OFF28	Office Supplies, Recycled Paper and Envelopes	ACTIVE	06/12/2013		
09/30/2013	FAC07	Janitorial Services - Environmentally Preferable	ACTIVE	06/20/2013		
09/30/2013	FAC72	Security Services and Fence Rental	ACTIVE	06/14/2013		
09/30/2013	VEH09	Motorized Vehicle Parts, Re-Retread Motor Oil, Remanufacture...	ACTIVE	09/30/2012		
09/30/2013	OFF20	OFF20 - Office and Library Furniture, Accessories an...	ACTIVE	11/28/2012		
09/30/2013	ENE29	No. 4 & No. 5 Residential Heating Fuel	ACTIVE	07/15/2013		
09/30/2013	ENE34	No. 2 Heating Oil Contract	ACTIVE	10/12/2012		
09/30/2013	PRF49	Enterprise Temporary Help Services	ACTIVE	07/09/2013		
09/30/2013	LAW09	Firearms, Ammunition, Related Training Products, Services an...	ACTIVE	06/14/2013		
10/12/2013	FAC77	Landscaping Services, Tree Trimming, Catch Basin Cleaning, S...	ACTIVE	03/05/2013		
10/12/2013	FAC08designatedDEP	Recycling Containers & Compost Bins	ACTIVE	12/06/2012		
10/08/2013	FAC08designatedCCM	Renewable and Alternative Energy Portfolio Standards Services	ACTIVE	02/14/2013		

To view the Active Vendors on a specific contract you must select the Eyeglass icon in the **View Vendor(s)** column.

Job Aid: How to Search for Vendors on an Active Statewide Contract

Step

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Comm-PASS

Home > Browse Contracts > [SOL List](#)

List of Vendors for Active Statewide Contract: F4288

19 Items found, displaying all items.

Vendor Name	Programs	Comments	Active?	Vendor Code 1	Vendor Code 2	View
Acuity Specialty Products dba / Zip, Inc.		Category I and Category II	Yes	VC0000155141	1	
Alston Supply Co., Inc.		Awarded in Category II only	No	VC0000449720	18	
AmScan		Category I and Category II	Yes	VC0000117907	8	
Bio-Cascade, Inc.		Category I and Category II	Yes	VC0000158188	4	
C & C Janitorial Supplies, Inc.		Category I and Category II	Yes	VC0000172443	11	
Casey Engineered Maintenance Inc.		Category I and Category II - Contractor has also b...	Yes	VC0000158778	10	
Corr Distributors Inc.		Category I and Category II	Yes	VC0000113790	2	
EBP Supply Solutions (formerly) Eastern Bag & Paper Group, The		Category I and Category II	Yes	VC0000449916	3	
Foley Distributing		Category I only	Yes	VC0000158188	4	
Hillyard, Inc. (DBA Rosic)		Category I and Category II	Yes	VC0000430618	19	
Industrial Cleaning Products Inc.		Category I and Category II	Yes	VC0000177907	8	
Likar, Inc.		Contractor has ONLY been awarded and can ONLY prov...	Yes	VC0000117140	24	
M.D. Stetson Company, Inc.		Category I and Category II	Yes	VC0000155599	9	
<u>Mansfield Paper Company</u>		Contractor has ONLY been awarded and can ONLY prov...	Yes	VC0000155687	23	
Millmich Inc.		Category I and Category II - Contractor has also b...	Yes	VC0000158778	10	
New England Maintenance Depot LLC		Category I and Category II	Yes	VC0000172443	11	
Simplex Janitorial Supplies		Category I and Category II	Yes	VC0000155623	14	
Vesta Vapors, Inc.		Category II only	Yes	VC0000430618	19	
Acuity Specialty Products dba / Zip, Inc.		Category I only	Yes	VC0000255638	20	

Currently displaying 19 records per page. Change display to 5, 10, 15, 20 records per page.

A listing of all Active Statewide Vendors will appear.

Selecting the Column header **Vendor Name** will allow you to sort the list alphabetically.

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Comm-PASS

Home > Browse Contracts > [SOL List](#)

List of Statewide Contract Vendor(s)

18 Items found, displaying all items.

Vendor Name	Programs	Comments	Active?	Vendor Code 1	Vendor Code 2	View
Acuity Specialty Products dba / Zip, Inc.		Category I only	Yes	VC0000255638	20	
Alston Supply Co., Inc.		Category I and Category II	Yes	VC0000155141	1	
AmScan		Category I and Category II	Yes	VC0000130790	2	
Bio-Cascade, Inc.		Awarded in Category II only	No	VC0000449720	18	
C & C Janitorial Supplies, Inc.		Category I and Category II	Yes	VC0000449916	3	
Casey Engineered Maintenance Inc.		Category I and Category II	Yes	VC0000158188	4	
Corr Distributors Inc.		Category I and Category II	Yes	VC0000449995	5	
EBP Supply Solutions (formerly) Eastern Bag & Paper Group, The		Category I and Category II - In addition the contr...	Yes	VC0000200009	6	
Foley Distributing		Category I only	Yes	VC0000470142	17	
Hillyard, Inc. (DBA Rosic)		Category I and Category II	Yes	VC0000537011	22	
Industrial Cleaning Products Inc.		Category I and Category II	Yes	VC0000177907	8	
Likar, Inc.		Contractor has ONLY been awarded and can ONLY prov...	Yes	VC0000117140	24	
M.D. Stetson Company, Inc.		Category I and Category II	Yes	VC0000155599	9	
<u>Mansfield Paper Company</u>		Contractor has ONLY been awarded and can ONLY prov...	Yes	VC0000155687	23	
Millmich Inc.		Category I and Category II - Contractor has also b...	Yes	VC0000158778	10	
New England Maintenance Depot LLC		Category I and Category II	Yes	VC0000172443	11	
Simplex Janitorial Supplies		Category I and Category II	Yes	VC0000155623	14	
Vesta Vapors, Inc.		Category II only	Yes	VC0000430618	19	

Currently displaying 18 records per page. Change display to 5, 10, 15, 25 records per page.

Vendors with website links will be underlined in the **Vendor Name** column.

Icons will display for programs that the vendor's are connected to under the **Programs** column.

To view specific information for one Vendor, select the Eyeglass icon under the **View** column to the right of the vendor's name.


Job Aid: How to Search for Vendors on an Active Statewide Contract

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The screenshot shows the Comm-PASS website interface. The top navigation bar includes links for QUICK QUOTES, SOLICITATIONS, CONTRACTS, FORUMS, BUSINESS DIRECTORY, JOBS, FED STIMULUS, and RESOURCE CENTER. The main content area is titled "Statewide Contract Vendor Details" and displays the following information for C & C Janitorial Supplies, Inc.:

Company Name:	C & C Janitorial Supplies, Inc.
Doing Business As (DBA):	
Programs:	ds 5 ✓
Comments:	Category I and Category II
Name:	Gary Hanson
Title:	Sales Manager
Address 1:	665 New Britain Avenue
City:	Newington
State or Province:	CT
Postal Code:	06111
Country:	US
Phone1:	800-818-0531
Phone2:	860-594-4200
Phone3:	
Fax1:	860-594-4250
Fax2:	
E-mail:	grack@ccsupplies.com
Website:	
Effective Start Date:	2009-08-12 08:00:00.0
Effective End Date:	2013-07-31 23:59:00.0
Vendor Code 1:	VC000049918
Vendor Code 2:	3

Information displayed on the Statewide Contract Vendor Detail page includes: company name, comments, contact name, address, and phone, fax and e-mail.

Also listed on this page is the Vendor's Effective Start Date and the Vendor's Effective End Date.